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April 22, 2005

TO: All Interested Parties

SUBJECT: Request for Proposals - Gang Violence Suppression Multi-Component Program

The Governor's Office of Emergency Services (OES) is pleased to announce the release of the Request for Proposals (RFP) for the Gang Violence Suppression (GVS) Multi-Component Program.

The total amount available for the GVS program through State General Funds in State Fiscal Year (SFY) 2005/06 is anticipated to be \$1,785,000. The grant award period will be for 12 months beginning July 1, 2005 and ending June 30, 2006. Please note continuation funding is contingent on the availability of State General Funds and the successful project performance, and compliance with the grant award agreement.

The GVS Multi-Component Program is designed to develop a comprehensive, coordinated approach for the prevention, intervention and suppression of violent gang activities focusing on a specific target area. Each GVS project proposal must include representation from the five component agencies as follows: law enforcement, prosecution, probation, prevention (community-based organization), and education. The GVS project must designate one component to be the "lead agency" for their project.

A copy of the RFP can be obtained from the OES website at www.oes.ca.gov by following these steps: select OES Divisions and Regions, Criminal Justice Programs Division, RFP Funding Information.

Proposals must be postmarked by **5:00 p.m. on Tuesday, May 31, 2005** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

Should you need assistance regarding this proposal, please contact Tina Farales, Senior Program Specialist, Gang Violence and Counter Drug Procurement Section, via e-mail at Tina.Farales@oes.ca.gov, or by telephone at (916) 324-9226.

Sincerely,

HENRY R. RENTERIA
Director

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
COMPETITIVE REQUEST FOR PROPOSALS**



April 2005

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
COMPETITIVE REQUEST FOR PROPOSALS**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
COMPETITIVE REQUEST FOR PROPOSALS**

PART I – INFORMATION

A. INTRODUCTION

This Request for Proposals (RFP) provides all of the information and forms necessary to prepare a proposal for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the *2004 Recipient Handbook*. The *2004 Recipient Handbook* provides helpful information for developing the proposal and can be accessed at the website, www.oes.ca.gov, by selecting "Plans and Publications, *2004 Recipient Handbook*".

B. CONTACT INFORMATION

Questions concerning this RFP, the application process, or programmatic issues, should be submitted by fax or e-mail.

Tina Farales

TEL: (916) 324-9226

FAX: (916) 324-9179

E-MAIL: Tina.Farales@oes.ca.gov

Contact information is provided above; however, OES staff cannot assist the applicant with the actual preparation of its proposal. During the period of time between the publication date of the RFP and the date the competitive proposal is due, OES can only respond to technical questions about the RFP submitted by telephone, fax, or e-mail.

C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS

One original and three copies of the proposal must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. **A late proposal will be deemed ineligible for funding.** Submission options are:

1. Regular mail, **postmarked by Tuesday, May 31, 2005** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655

Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

2. Overnight mail, **postmarked by Tuesday, May 31, 2005**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

3. Hand delivered by **5:00 p.m. on Tuesday, May 31, 2005** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
1130 K Street, Suite 300
Sacramento, CA 95814
Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

NOTE: OES' Law Enforcement and Victim Services Division is located on the 3rd floor of the Bank of America Building, at the corner of 12th and K Streets. Street parking is limited and metered. Parking garages are located on the east side of 12th Street between K and L Streets, and on the east side of 10th Street between K and L Streets. The application will be date and time stamped and a receipt will be provided upon request.

D. ELIGIBILITY

The following agencies are eligible to receive funding under this program pursuant to Penal Code Section 13826.1; however, only one agency can be the applicant, or lead agency:

- Law enforcement agencies;
- District attorneys' offices;
- Probation departments;
- Non-profit community-based organizations; and
- School districts, county office of education or consortium thereof.

E. FUNDS

It is anticipated that approximately \$1,785,000 in State General Funds will be available to fund the GVS Multi-Component Projects for State Fiscal Year (SFY) 2005/06. **OES anticipates funding approximately four (4) projects statewide, representing two (2) in Northern California and two (2) in Southern California. Due to a reduction in program funding, grant awards will be limited to no more than one project per county. However, funding awards are contingent on the success of the proposals in the competitive rating process.** (See Part IV, Attachment 1 for a state map.) Agencies responding to this RFP must budget funds for twelve (12) months. The grant award period will begin on July 1, 2005 and end on June 30, 2006.

A single budget that encompasses all five components must be submitted with the proposal. The total project amount will be allocated to the five (5) components, as deemed appropriate by the Local Coordinating Committee (Refer to Section F: Subsection 2b). The budget should contain equitable amounts for the five agency components. The exception to this is the lead agency component, which is allowed to budget for an amount greater than the other components in order to cover the added administrative costs. Included in the proposal should be a detailed budget for

each component in the GVS project detailing how the funds are to be utilized along with a budget narrative. **The minimum amount that can be allocated to any one component is \$60,000.**

To maximize the use of these available funds and to ensure the commitment of the applicants to the program objectives, all applicants must provide **local matching funds of 10 percent** on the State General Fund allocation. This match may be either a cash match or an in-kind match and will be calculated based on the percent of funds allocated. (Refer to Part II, Section B for more information on match requirements.)

The funding levels for each proposal are determined by the size of the residential population served. Each applicant is required to budget for the allocation amount that corresponds with its service area population (see Table 1 below).

Table 1: Categories by Population and Allocation

CATEGORY	POPULATION	ALLOCATION
Category 1	Grants to applicants servicing a residential population less than 250,000.	\$392,500
Category 2	Grants to applicants servicing a residential population of 250,000 and above.	\$500,000

The maximum amounts of funding for these categories were identified as sufficient for the population bases identified. These are maximum amounts only, and not necessarily the amount of funding that must be requested or will be awarded. OES will determine the level of funding by taking into consideration the amount of funds available, programmatic needs, and reasonableness of the budget.

Projects approved for the first-year funding may receive continuation funding for two (2) additional years, contingent upon the availability of funds.

F. MULTI-COMPONENT PROGRAM INFORMATION

1. Purpose and Design

The purpose of the GVS Multi-Component Program is to reduce the level of gang violence in communities and to divert potentially dangerous gang activity into positive and constructive behavior. The program strives to maintain communication between law enforcement agencies, prosecutors' offices, probation departments, community-based organizations, schools, the community, and family members of gang or potential gang members.

The design of this multi-component model is for the development of comprehensive, coordinated projects by a group of agencies focusing their efforts on specific target areas. The multi-component project must have **one lead agency** representing the five components of the GVS Program: law enforcement, prosecution, probation, prevention (community-based organization), and education.

Some sections of the proposal must be addressed by the multi-component group as a whole, rather than by each individual agency. However, a proposal lacking any one of the required components will be considered ineligible to receive funding.

Each GVS multi-component funded project must establish/maintain an anti-gang Local Coordinating Committee (LCC) and an Operational Coordinating Committee (OCC) comprised of, at a minimum, representatives of all five-program components. The **Local Coordinating Committee** is an essential element in the multi-component project model. Agencies applying for GVS funds must establish an LCC, as soon as possible, and work through the committee to develop the project's proposal. Comprehensive and well-coordinated planning will be a key factor in the success of proposals under this model.

2. **Multi-Component Program Requirements**

Each Multi-Component Project must comply with the following requirements:

a. **Lead Agency**

One agency from the five participating component agencies must be designated to lead the GVS project. This lead agency will be the applicant for the GVS Multi-Component proposal.

The lead agency will be responsible for the management of the GVS grant and is required to do the following:

1. Maintain and chair the Local Coordinating Committee and Operational Coordinating Committee. This includes maintaining meeting minutes and sign-in sheets;
2. Prepare the Operational Agreement(s) for all participating agencies and the updates to those agreements as needed during the grant award period; and
3. Prepare and submit all required reports to OES, including:
 - (a) Progress reports that include data from all five components; and
 - (b) Report of Expenditures and Request for Funds (OES Form 201) that include expenses incurred by all five components.

b. **Local Coordinating Committee**

All agencies funded through the GVS Multi-Component Program must participate on an anti-gang LCC. The LCC is the central coordinating mechanism and is an essential element in the multi-component project model. The purpose of the LCC is to formulate policy in a multi-disciplinary approach for the suppression of gang violence. This committee will also determine the distribution of funding amounts for each component.

The LCC is required to **meet quarterly** and may elect to hold their meetings in conjunction with the OCC meetings. The purpose of the LCC meetings is to:

1. Identify the local gang problem and establish goals and objectives;
2. Define the roles and responsibilities of each of the five components;
3. Engage in information sharing and develop anti-gang strategies that involve all of the components in a coordinated effort; and

4. Discuss the progress of the GVS project, i.e., accomplishments and any setbacks, in achieving the goals and objectives.

At a minimum, the LCC must include **executive level representatives** from each of the five component agencies. The LCC may also include representation from other governmental or public agencies and community leaders.

c. Operational Coordinating Committee

Funded projects are required to participate on an OCC. The OCC manages day-to-day operations of the GVS project and shall serve as a liaison to the LCC. The OCC may provide policy recommendations to the LCC based on the current operations of the project and/or by considering local crime statistics, tri-county statistics, probation and parole databases, index crime reports, and the Department of Justice crime statistics.

The OCC is required to ***meet monthly*** to:

1. Identify the local gang problem in the community and the factors in the community that may contribute to gang activity;
2. Identify resources that can be used to meet the goals of the GVS grant;
3. Develop and apply anti-gang strategies that involve all of the components in a coordinated effort;
4. Share information and report the progress and accomplishments on goals and objectives; and
5. Submit recommendations to the LCC for quarterly review, as needed.

At a minimum, the OCC must include representatives from each of the five component agencies. The OCC may also include representation from other governmental or public agencies and community representatives.

d. CALGANG

CALGANG is an automated gang intelligence database system that provides intelligence information to assist local, state, and federal law enforcement agencies in order to solve gang-related crimes. CALGANG provides investigative, tactical, and strategic information to gang units and police administrators throughout California.

Participation in the CALGANG system is required of the law enforcement component for this GVS program.

e. Operational Agreements

All GVS projects must form a single Operational Agreement (OA) that includes all of the member agencies of the project. The OA should specify a commitment to participate with the LCC and OCC and outline the manner in which each agency will support the overall effort.

3. **Statutory Requirements**

Legislative Authority for the GVS Multi-Component Program was codified into Chapter 3.5 of the California Penal Code. Projects funded through the GVS Program are required to perform the activities mandated in Sections 13826.2 through 13826.65 of the Penal Code (Refer to Part IV, Attachment 2).

P.C. § 13826.2 – Gang violence prosecution units receiving funds under this chapter shall concentrate enhanced prosecution efforts and resources upon cases identified set forth in Section 13826.3*.

P.C. § 13826.4 – Law enforcement agencies receiving funds under this chapter shall concentrate enhanced law enforcement efforts and resources upon cases identified under criteria set forth in Section 13826.3*.

P.C. § 13826.5 – County probation departments receiving funding under this chapter shall strictly enforce court-ordered conditions of probation for gang members.

P.C. § 13826.6 – For the purposes of this chapter, a “community-based” organization is defined as a non-profit operation established to serve gang members, their families, schools, and the community with programs of community supervision and service.

P.C. § 13826.65 – School districts, county offices of education, or any consortium thereof, receiving funding under this chapter shall develop or adopt and implement a gang violence prevention curriculum, provide gang violence prevention and intervention services for school-aged children.

* P.C. § 13826.3 specifies gang member identification criteria for the prosecution component and holds the law enforcement component to the same requirements.

G. **PREPARING A PROPOSAL**

For clarity, the forms in Part III include a Proposal Cover Sheet. Please complete the Proposal Cover Sheet and attach it to the front of your proposal.

The following components are required for a complete proposal:

- Proposal Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Preference Points Certification Form;
- Multi-Component Project Narrative;
- Multi-Component Project Budget (OES A303a-c); and
- Proposal Appendix.

See Part III of this RFP for the proposal checklist and the required sequence.

NOTE: Failure to include all of the required components may result in a reduced score or disqualification. OES will not advise the applicant that his/her proposal is incomplete prior to rating or disqualification.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
COMPETITIVE REQUEST FOR PROPOSALS**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the proposal components, as well as to the forms provided in Part III.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms and must not allow the applicant more space than that provided on the OES forms. The applicant must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required.

The proposal must be typed with characters no smaller than standard 12-pitch font. **The applicant must double-space all narrative sections of the proposal.**

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. **Do not bind or staple the proposal.**

Failure to comply with these spacing/formatting requirements is one of the many factors that may negatively impact your comprehensive assessment score.

A. MULTI-COMPONENT PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the proposed plan.

1. Problem Statement

This portion of the proposal should demonstrate the problem to be addressed.

a. Nature and Scope of the Problem(s)

The problem statement must be a comprehensive description of the target area to be addressed by the project. Describe the gang and drug-related problems in the specified target area. Multi-component projects need to submit **only one** problem statement for the entire group, since all components of the project must be focused on the same target area. OES recommends that multi-component projects develop the problem statement through the group planning process to ensure that it is representative of the problems faced by the entire community.

Provide information on the nature and scope of the problem(s). The problem statement must include a detailed statement that identifies the local problem(s) and demonstrates the need for a GVS project in the targeted area. Cite sources of all data included in the

problem statement. Include a description of the current efforts directed at the problem(s). This section should describe the justification for the funding of an anti-gang project.

b. Target Area and Population

A target area is the location for the project's gang violence suppression efforts. Projects may concentrate efforts in identifiable geographic areas with gang violence problems. The target area should be realistic and correspond to easily distinguished geographic or jurisdictional boundaries.

The target area will receive service on a priority basis, but this should not exclude other areas from receiving services as resources permit. In defining the target area(s), consideration is given to the following:

Community – The target area should coincide with criminal justice agency jurisdiction or school districts. Project boundaries should be reasonably based on need and jurisdictional considerations. In the event that the target area crosses jurisdictional boundaries, coordination must be assured with the appropriate agencies of each jurisdiction through the OA.

Problem – A significant problem must exist to justify the project. It should be based on the number of reported gang-related offenses. Consideration is also given to other local problems, such as the lack of services or a documented increase in gang membership.

Size – The size of the area must be within manageable boundaries based on available resources and the magnitude of the problem.

Organizations – Existing community organizations and criminal justice agency resources devoted to gang violence suppression are a consideration in selecting the target site. Cooperating groups increase the probability of program success, because their support is crucial in organizing the community and facilitating programs. The LCC can assist in this effort.

Information to be submitted as a **group** in the proposal, shall include the following:

- 1) Provide a description of the population/group to be impacted by the project. Provide information concerning the ethnic and cultural makeup of the population.
- 2) Provide a description of the geographical and/or jurisdictional boundaries, and its outstanding characteristics. Include the source of this information.
- 3) Provide information detailing the composition and activities of gangs in the targeted area, the number of gangs, the number of identified gang members, and a statistical breakdown of the number and type of arrests made on gang members in the targeted area.

2. **Plan and Implementation**

This portion of the proposal should demonstrate the plan to address the problem.

a. Group Project Design

All agencies involved in the multi-component project should develop a unified purpose and strategic plan to address the identified problem. The group project design should identify common issues, how they will be addressed by the components, and how they will be resolved through mutual efforts. The project design should also consider and delineate the lines of communication, and how each component will interact to accomplish mutual and individual goals.

The plan to be submitted as a **group**, shall:

- 1) Describe how the linkages between all of the components will integrate to successfully implement the project objectives.
- 2) Describe the anticipated impact (outcome) of the proposed project on the targeted population/area.
- 3) Describe what action will be taken by the remaining components if a collaborative project partner is not meeting objectives identified in the grant award agreement.

b. Seed Money

As part of the plan, the applicant should be able to demonstrate a commitment to continuing a multi-agency collaboration for addressing gang violence once the grant award period concludes. Since this program awards funds for the duration of a three-year funding cycle, projects are strongly encouraged to utilize funds as "seed money" in order to sustain program efforts once the funding ends. The plan should include a description of how the component agencies will continue a group effort approach for the intervention, prevention, and suppression of gang activity.

3. **Program Objectives and Activities**

Successful program implementation requires that all components collaborate to combat the gang violence problem. It is imperative that components work toward the same goals and establish cooperative compatible data systems. Those objectives labeled optional, allow the applicant the choice of whether or not to select that objective for implementation. However, once an "optional" objective has been included in the grant award agreement, it is required.

Projections (to be provided in the proposal):

For each of the component's objectives/activities, a numeric projection is required. Please place a projected number as shown in the example below:

- 1a. Number of gang crimes committed during the reporting period: 4.

**GANG VIOLENCE SUPPRESSION
MULTI-COMPONENT PROGRAM
OBJECTIVES AND ACTIVITIES**

LEAD AGENCY REPORTING RESPONSIBILITIES

The purpose of the multi-component model is to develop a comprehensive and coordinated effort in the suppression of gang violence in the target area. Successful partnerships require regular meetings with all the components. In addition, the existence of specialized GVS units is essential for a successful multi-component group project.

For each objective below, provide the information requested and include a narrative response, as specified.

MANDATORY OBJECTIVES

Program Objective 1: Multi-Agency Coordination

Maintaining cooperative working partnerships in a multi-disciplinary approach to gang suppression requires regularly scheduled meetings. The Local Coordinating Committee (LCC) is the central organizing body, while the Operational Coordinating Committee (OCC) is the day-to-day operations group. The LCC is required to meet quarterly and the OCC is required to meet monthly.

This objective is measured by the following activities:

1a. Number of LCC meetings conducted *. _____

1b. Number of OCC meetings conducted. _____

*** The LCC may elect to conduct their meetings in conjunction with the monthly OCC meetings.**

Narrative: Discuss the role of each component at the LCC and OCC meetings.

Program Objective 2: Establish a GVS Unit

These agencies will have highly qualified and trained personnel assigned to their GVS units.

This objective is measured by the following activities:

2a. Number of personnel assigned to the GVS unit for the components listed below:

Law Enforcement	_____
Prosecution	_____
Probation	_____

Narrative: Describe the structure and operation of each of these GVS units.

**GANG VIOLENCE SUPPRESSION
MULTI-COMPONENT PROGRAM
COMPONENT OBJECTIVES AND ACTIVITIES**

- | | |
|---------------------|----------------------------------|
| <u> X </u> | LAW ENFORCEMENT COMPONENT |
| <u> </u> | PROSECUTION COMPONENT |
| <u> </u> | PROBATION COMPONENT |
| <u> </u> | PREVENTION COMPONENT |
| <u> </u> | EDUCATION COMPONENT |

LAW ENFORCEMENT COMPONENT

This component focuses on developing or improving specialized gang units within law enforcement agencies to assist with the identification, investigation, and apprehension of gang violence perpetrators. These specialized law enforcement units coordinate with other funded components addressing the problem of gang violence by sharing intelligence information and strategies. (Refer to Part IV, Attachment 2 for program definitions and gang identification criteria information.)

For each objective below, provide the information requested and include a narrative response, as specified.

MANDATORY OBJECTIVES

Program Objective 1: Apprehension and Crime Analysis

As a result of the specialized GVS unit, the agency must be able to increase the number of individuals identified as gang members and the number arrested for violent, gang-related crimes. The CALGANG system is an effective tool for tracking information on gangs, gang members, and identifying suspects in gang-related crimes.

This objective is measured by the following activities:

- 1a. Number of gang members apprehended. _____
- 1b. Number of individuals validated as gang members in the target area. _____
- 1c. Number of new gangs identified as active in the area. _____
- 1d. Number of crimes reported as gang-related. _____
- 1e. Number of gang-related crimes investigated in the target area by the GVS unit. _____
- 1f. Are you a current CALGANG end user? Yes _____ No _____

Narrative: Describe how the GVS unit will increase the apprehension of gang members. Describe what types of crimes gangs are committing. Describe how the GVS Unit and Crime Analysis Unit will work together to gather, analyze, and distribute gang-related information.

Program Objective 2: Street Terrorism Enforcement and Prevention (STEP) Act Coordination

To assist the district attorney in the prosecution of individuals identified as members of a criminal street gang and to ensure that they are pursued to the full extent of the law, the law enforcement component will prepare specified documentation pursuant to P.C. § 186.22. The GVS unit will use compiled gang information to generate a supplemental report validating that the individual is a member of a criminal street gang. This report will be attached to any documents submitted to the district attorney when seeking a complaint or indictment. This supplemental report shall contain, at a minimum:

- A summary of those predicate offenses establishing the pattern of criminal gang activity as defined in P.C. § 186.22. The report will identify the criminal street gang and provide a

summary of predicate offenses in support of the criminal street gang to which the charged individual was associated;

- An overview of the subject criminal street gang itself; and
- A summary of the facts of the case, including the agency case number; name of each defendant convicted and the charges under which he/she was convicted; the names of associates convicted along with expert opinion that the convicted defendant is a member of the subject criminal street gang; and expert opinion that the predicate offense is “gang related.”.

This objective will be measured by the following activities:

- 2a. Number of gang-related cases referred for prosecution. _____
- 2b. Number of apprehended gang members prosecuted. _____
- 2c. Number of apprehended gang members adjudicated. _____

Narrative: Submit a description of a recent case by which the STEP Act applied and was utilized. The description should reflect a profile of the type of cases to be targeted in the future.

**GANG VIOLENCE SUPPRESSION
MULTI-COMPONENT PROGRAM
COMPONENT OBJECTIVES AND ACTIVITIES**

- ☐ LAW ENFORCEMENT COMPONENT
- ☒ **PROSECUTION COMPONENT**
- ☐ PROBATION COMPONENT
- ☐ PREVENTION COMPONENT
- ☐ EDUCATION COMPONENT

PROSECUTION COMPONENT

This component focuses on the vertical prosecution of violent gang offenders by specialized prosecutors while protecting cooperating witnesses from intimidation or retribution by gang members or associates. Vertical prosecution is a method by which a specialized prosecutor or team of prosecutors, will personally conduct prosecution from arraignment or sentencing.

The authorizing legislation, P.C. § 13826.2, specifies the four characteristics each GVS prosecution component must contain:

- Vertical prosecution, whereby the prosecutor who makes the initial filing or appearance in a gang-related case will perform all subsequent court appearances on that particular case through its conclusion, including sentencing phase, rather than having several prosecutors sporadically involved in the case;
- Highly qualified investigators and prosecutors assigned to gang-related cases;
- Significantly reduced caseloads for investigators and prosecutors assigned to gang-related cases; and
- Coordination with law enforcement agencies to protect cooperating witnesses from intimidation or retribution by gang members or associates.

The legislation, P.C. § 13826.3, also specifies the criteria by which GVS prosecution units must make case selections. For the unit to accept a case, an individual must be under arrest for the commission or attempted commission of any gang-related violent crime where the individual is a known gang member, and has a history of prior criminal activity. (Refer to Part IV, Attachment 3 for program definitions and gang identification criteria information.)

For each objective below, provide the information requested and include a narrative response, as specified.

MANDATORY OBJECTIVES

Program Objective 1: Street Terrorism Enforcement and Prosecution (STEP) Act Prosecutions

This objective will enhance and increase the prosecutor's abilities in the selection, criteria, filing supplementary offense reports validating "criminal street gang membership", and "criminal street gang validation" as codified in Section 186.22 of the Penal Code.

The GVS Unit must establish policy and procedures by which the prosecution and law enforcement components will collectively operate for successful vertical prosecution (P.C. § 186.22).

This objective will be measured by the following activities:

- 1a. Number of gang defendants convicted pursuant to P.C. § 186.22. _____
- 1b. Number of gang defendants sentenced to incarceration with gang-related enhancements P.C. § 186.22. _____

Narrative: Describe how the prosecutor will pursue gang-related enhancements under the

STEP Act. Describe the collaborative policy between the law enforcement and prosecution components regarding P.C. § 186.22 related cases. Describe how feedback to and from the District Attorney's Office will be maintained. Retain a copy of the prosecution and law enforcement components' policy and procedures.

Program Objective 2: Reduce Prosecutor Caseload

The reduction of the GVS unit prosecutor's average caseload, in comparison to the average caseload of other felony prosecutors in non-vertical prosecution units, will aid in the success rate of gang-related case prosecution.

This objective will be measured by the following activities:

- 2a. The average caseload of non-vertically prosecuted cases by non-GVS unit prosecutors. _____
- 2b. The average GVS unit project caseload. _____
- 2c. Number of gang-related cases referred for prosecution. _____
- 2d. Number of gang-related cases prosecuted by GVS attorney. _____

Narrative: Describe how the GVS unit will maintain a reduced caseload. Discuss the types of cases referred for prosecution.

Program Objective 3: Sentence Length

Increase the length of sentence/commitments and the ratio of maximum sentences/commitments in cases prosecuted.

This objective will be measured by the following activities:

- 3a. Number of defendants convicted of the most serious charge, and who received the most severe sentence for that charge. _____
- 3b. Number of defendants convicted on a lesser charge and who received the most severe sentence for that charge. _____
- 3c. The average length of sentence. _____

Narrative: Describe how the project prosecutor(s) will seek enhanced sentences or commitments.

Program Objective 4: Witness Protection

The District Attorney's Office must work with law enforcement to develop a procedure to protect cooperating witnesses from intimidation and retribution in gang-related cases.

This objective is measured by the following activities:

- 4a. Number of witnesses reporting intimidation in gang-related cases. _____
- 4b. Number of witnesses provided with protection services. _____

Narrative: Describe how these witnesses were intimidated, and how they will be protected. Describe how feedback to and from the law enforcement component will be maintained.

Program Objective 5: Pretrial Release

Prior to trial/hearing, prosecutors shall resist the release of a charged defendant.

This objective will be measured by the following activities:

- 5a. Number of defendants, including minors, in continuous custody through case completion. _____
- 5b. Number of defendants, including minors, not in continuous custody through case completion. _____

Narrative: Discuss the agency's plan to resist defendant's/minor's release from custody prior to trial/jurisdictional hearing.

Program Objective 6: Reduce Plea-Bargaining

Prosecutors shall try to eliminate or reduce the use of plea-bargaining.

This objective will be measured by the following activities:

- 6a. Number of defendants/minors with cases completed by:
 - Trial: _____
 - Dismissal: _____
- 6b. Number of defendants/minors with cases completed by:
 - An open/straight plea: _____
 - A plea bargain by the court or prosecutor: _____
- 6c. Number of defendants/minors with cases completed by:
 - A plea to the most serious charge: _____
 - A plea to a lesser charge: _____

Narrative: Discuss the agency's plea bargain policy in regards to gang-related cases.

**GANG VIOLENCE SUPPRESSION
MULTI-COMPONENT PROGRAM
COMPONENT OBJECTIVES AND ACTIVITIES**

_____ LAW ENFORCEMENT COMPONENT

_____ PROSECUTION COMPONENT

 X **PROBATION COMPONENT**

_____ PREVENTION COMPONENT

_____ EDUCATION COMPONENT

PROBATION COMPONENT

This component focuses on the intensive supervision of identified gang members on probation in order to ensure the enforcement of their conditions of probation. Probation departments must establish intensive supervision units, which concentrate efforts and resources on individuals identified as gang members, in accordance with the established local selection criteria. They must also interact with other funded components and the courts to ensure a comprehensive and coordinated effort.

For each objective below, provide the information requested and include a narrative response, as specified.

MANDATORY OBJECTIVES

Program Objective 1: Reduce Probation Officer Caseload

The Probation Officer should meet the following standards: experience in validating P.C. § 186.22 charges and allegations as an expert. The threshold of an expert is: (1) the expert has had conversations with members of the defendant's gang, (2) the expert has had conversations with rival gangs, (3) the expert personally investigated gang crimes, and (4) the expert has reviewed information from other officers, departments, records, and documents. In addition, the caseload will be less than the average standard caseload. The caseload must be reduced by one-third of the office standard or not exceed 50 probationers per probation officer, whichever is less.

Develop written criteria and procedures to determine which probationers will be assigned to the GVS Program.

This objective will be measured by the following activities:

- 1a. The average caseload of non-GVS unit probation officers. _____
- 1b. The average GVS unit project caseload. _____
- 1c. The projected average number of contacts during each monthly period between the GVS unit probation officer and each probationer. _____

Narrative: Describe the structure and operation of the GVS unit. Describe how the GVS unit will maintain a reduced caseload.

Program Objective 2: Enforce Conditions of Probation

Coordination with law enforcement and prosecution components is critical for consistent enforcement of court-ordered conditions of probation.

This objective will be measured by the following activities:

- 2a. Number of GVS probationers returned to court for violating conditions of probation. _____
- 2b. Number of GVS probationers with gang specific conditions of probation ordered by the court. _____

2c. Number of GVS probationers without gang specific conditions of probation ordered by the court. _____

2d. Number of youth whose probation has been violated as a result of a truancy violation. _____

2e. Number of youth whose probation has been violated as a result of a curfew violation. _____

Narrative: Describe the coordinated efforts to enforce conditions of probation. Identify which conditions require a disproportionate amount of your time to enforce.

**GANG VIOLENCE SUPPRESSION
MULTI-COMPONENT PROGRAM
COMPONENT OBJECTIVES AND ACTIVITIES**

- ☐ LAW ENFORCEMENT COMPONENT
- ☐ PROSECUTION COMPONENT
- ☐ PROBATION COMPONENT
- ☒ **PREVENTION COMPONENT**
- ☐ EDUCATION COMPONENT

PREVENTION COMPONENT

This component focuses on the prevention and intervention of potentially violent gang activity through communication and mediation with gang members in the community. As stated in P.C. § 13826.6, a community-based organization (CBO) is defined as a non-profit operation established to serve gang members, their families, schools, and the community with programs of community supervision and service that maintain community participation.

For each objective below, provide the information requested and include a narrative response, as specified.

MANDATORY OBJECTIVES

Program Objective 1: Counseling

Counseling services available to the community, including gang-involved and at-risk youth and their families may help resolve underlying problems for gang-involved and at-risk youth. Counseling services can assist in resolving issues such as interpersonal conflicts, socialization deficits, and low self-esteem through a therapeutic environment that offers services from trained, experienced counselors.

This objective will be measured by the following activities:

- 1a. Number of youth provided individual counseling that were referred by the GVS collaborative. _____
- 1b. Number of families provided counseling that were referred by the GVS collaborative. _____
- 1c. Number of children and families provided counseling in a language other than English. _____ If so, what language(s)? _____
- 1d. Total number of counseling sessions conducted. _____

Narrative: Describe how individuals will be selected for counseling; who will be providing the counseling; what their qualifications are; and the types of counseling to be offered. Also describe the mediation services to be provided. Describe the types of formal sessions provided by project staff with gang members, potential gang members and family members.

Program Objective 2: Gang Awareness Education and Strategies

Increased awareness for parents and community members on strategies to combat gang activities will assist in the intervention and prevention of gangs and gang activity.

This objective will be measured by the following activities:

- 2a. Number of training sessions to be held for school and community groups. _____
- 2b. Number of school personnel, parents, and community members trained in gang awareness. _____

Narrative: Describe the outreach efforts for training the community on gang awareness. Include a general outline of the method of recruiting trainees, method of instruction, and intended learning outcomes.

Program Objective 3: Role Models/Mentoring

The activities supporting this objective are to provide positive role models to youth and focus in the area of school tutoring, professional development, personal development, and/or community service.

This objective will be measured by the following activities:

- 3a. Number of GVS youth to receive mentoring after school. _____
- 3b. Number of adult role models to participate in the mentor program. _____
- 3c. Number of student role models to participate in the mentor program. _____
- 3d. Number of at-risk youth connected with community service activities and/or specialized educational programming as a result of the mentor/role model relationship. _____

Narrative: Describe how the mentors will be recruited, screened, selected, and matched with an appropriate youth. Describe the types of activities that the mentor will initiate with the selected youth. Describe how the mentor will be monitored and supervised.

Optional Program Objective 4: Local Needs

A project may establish optional objectives, based upon LCC and OCC identified needs, to address local gang violence problems in the project's target area. Ensure that the measurements of the activities selected to accomplish the objective are quantifiable.

**GANG VIOLENCE SUPPRESSION
MULTI-COMPONENT PROGRAM
COMPONENT OBJECTIVES AND ACTIVITIES**

<u> </u>	LAW ENFORCEMENT COMPONENT
<u> </u>	PROSECUTION COMPONENT
<u> </u>	PROBATION COMPONENT
<u> </u>	PREVENTION COMPONENT
<u> X </u>	EDUCATION COMPONENT

EDUCATION COMPONENT

This component focuses on the implementation of prevention and intervention services within the schools by utilizing gang experts to train students, school staff, and community members on the indicators of gang activity and appropriate responses.

For each objective below, provide the information requested and include a narrative response, as specified.

MANDATORY OBJECTIVES

Objective 1: Target Area School Information

School information that shall be tracked include suspension rates, expulsion rates, and GVS referrals of students to other agencies. The identification of negative patterns in student behavior may help direct school efforts in prevention and intervention.

This objective will be measured by the following activities:

- 1a. Report the target area suspension rate. _____
- 1b. Report the target area expulsion rate. _____
- 1c. Number of gang-related incidents reported to law enforcement. _____
- 1d. Number of GVS referrals made to other agencies. _____

Narrative: Describe the concerns in the target area schools regarding gang activity. Discuss what action will be taken.

Program Objective 2: Gang Violence Suppression Training

GVS Training provided to students, teachers, and administrators will aid in the prevention and intervention of gang activity in the schools.

This objective will be measured by the following activities:

- 2a. Number of GVS sponsored student assemblies. _____
- 2b. Number of school staff trained in gang identification. _____
- 2c. Number of gang awareness training sessions to be held for school and community groups. _____
- 2d. Number of parents and/or community members who will receive gang awareness training. _____

Narrative: Describe the types of training and who will be receiving gang awareness training. Explain who will provide the training and what issues will be discussed.

Program Objective 3: Role Models/Mentoring

The activities supporting this objective are to provide adult mentors to youth in the area of school, professional development, personal development, and/or community services, and to involve youth in mentoring activities.

This objective will be measured by the following activities:

- 3a. Number of students who will receive mentoring at school. _____
- 3b. Number of students participating in the school role model program as a mentor.

- 3c. Number of adults participating in the school role model program as a mentor. _____

Narrative: Describe how the mentors will be recruited, screened, selected, and matched with an appropriate youth. Describe the types of activities that the mentor will initiate with the selected youth. Describe how the mentor will be monitored and supervised.

Optional Objective 4: Local Needs

A project may establish optional objectives, based upon LCC and OCC identified needs, to address local gang violence problems in the project's target area. Ensure that the measurements of the activities selected to accomplish the objective are quantifiable.

B. MULTI-COMPONENT PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds and local match funds. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, the applicant should not include in the project budget matching funds **in excess** of the required match. All budget modifications are subject to OES approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *2004 Recipient Handbook* at www.oes.ca.gov by selecting "Plans and Publications, 2004 Recipient Handbook" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, Subsection B of this RFP if you have additional budget questions.

Match Requirements: To maximize the use of available funds and to assist in the assurance of commitment of the applicants to the program objectives, applicants must provide local matching funds of **10 percent** on the State General Fund allocation. This match may be either a **cash match** or **in-kind match**.

The match is calculated based on the percentage of funds allocated (refer to the *2004 Recipient Handbook*, Section 6550.2 regarding match calculations). **The budget pages must indicate which budget items are match items.**

1. Budget Narrative

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Mid-year salary range adjustments.
- The necessity for subcontracts and unusual expenditures, if applicable.

2. Specific Budget Categories

There is a separate form in the Forms Section (Part III) for each of the following four budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses;
- Equipment; and
- GVS Components Budget Summary.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a)

1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a Memorandum of Understanding (MOU), contract, or Operational Agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

b. Operating Expenses (OES A303b)

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

Audit Costs – Projects are required to secure a financial audit and are allowed to budget for the audit costs in the project budget. If the amount of the grant is greater than \$150,000, the project may budget up to one and a half percent (1.5%) of the total grant for the financial audit costs.

OES-Sponsored Training - Budget for all anticipated training related to the project. All applicants must budget for a minimum of one OES-sponsored training session during the grant year. A minimum of one project staff from each participating agency Multi-Component Project must attend each training conference. The applicant must include sufficient per diem and travel allocations for persons to attend required OES training conferences or workshops. The applicant must budget a minimum of \$200 for registration fees for each person. If several staff will be attending the same event, budget for the total number of people.

c. Equipment (OES A303c)

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. PROPOSAL APPENDIX

The proposal appendix provides OES with additional information from the applicant to support components of the proposal. The following must be included:

- Operational Agreements: OAs must be dated and contain original signatures, titles and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. Those submitted with the proposal must be effective for the proposed grant year. For the purpose of this RFP, the terms OA and MOU are synonymous. A sample OA is provided in the Forms Section (Part III) of this RFP. ;
- Certification of Assurance of Compliance;

- Project Service Area Information;
- Project Contact Information;
- GVS Components Contact Information;
- Project Summary;
- Computer and Automated Systems Purchase Justification Guidelines (if applicable);
- Noncompetitive Bid Request – Contracts for Services Checklist (if applicable); and
- Noncompetitive Bid Request – Contracts for Goods Checklist (if applicable).

D. PREFERENCE POINTS CERTIFICATION

California Government Code Section 7082 requires OES to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas that have been identified to receive state contract preference points due to high unemployment, lower incomes, and population density. The goal of the Enterprise Zone Program is to stimulate growth in economically distressed areas. Five (5) percent of the applicant's total score will be added to the proposal for the applicant that specifically targets a designated zone for services. Two (2) percent of the applicant's total score will be added to the proposal for applicant whose service area includes an Enterprise Zone, but does not specifically target the area for services.

Complete information concerning the Enterprise Zone Program is available on-line from the Commerce & Economic Development Program, Community and Investment Incentives Section of the Business and Community Resources web page at <http://www.commerce.ca.gov>. If the applicant is eligible for preference points, certification of eligibility by the appropriate agency must be provided. Self-certification is not allowed. A certification form is provided in the Forms Section (Part III) of this RFP.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
COMPETITIVE REQUEST FOR PROPOSALS**

PART III – FORMS

PROPOSAL CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to ensure that a complete proposal is submitted to OES. Failure to include any of the following elements may result in disqualification of the proposal.

- ☐ PROPOSAL COVER SHEET
- ☐ GRANT AWARD FACE SHEET
(Signed by the official authorized to enter into Grant Award Agreement)
- ☐ PREFERENCE POINTS CERTIFICATION FORM
(Signed by the designated Enterprise Zone Contact)
- ☐ MULTI-COMPONENT PROJECT NARRATIVE
 - Problem Statement;
 - Plan and Implementation; and
 - Program Objectives and Activities.
- ☐ MULTI-COMPONENT PROJECT BUDGET
 - Budget Narrative;
 - Budget OES A303a, A303b, A303c; and
 - GVS Components Budget Summary.
- ☐ PROPOSAL APPENDIX
 - Operational Agreements;
 - Certification of Assurance of Compliance;
 - Project Service Area Information;
 - Project Contact Information;
 - GVS Components Contact Information;
 - Project Summary;
 - Computer and Automated Systems Purchase Justification Guidelines (if applicable);
 - Noncompetitive Bid Request – Contracts for Services Checklist (if applicable); and
 - Noncompetitive Bid Request – Contracts for Goods Checklist (if applicable).



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9100
FAX: 327-5674



PROPOSAL COVER SHEET

RFP PROCESS

GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM

Deliver to the Gang Violence and Counter Drug Procurement Section

Submitted by:

(Place name, address, and phone number of applicant here.)

GRANT AWARD FACE SHEET INSTRUCTIONS

1. **Administrative Agency**
Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the “recipient.”
2. **Implementing Agency Name**
Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person’s name, address, and phone number. Include an e-mail address, if you have one.
3. **Project Title**
Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
4. **Project Director**
Enter the requested information of the individual ultimately responsible for the project. This information must be limited to six lines. **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**
5. **Financial Officer**
Enter the requested information of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to six lines. **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**
6. **Award Number**
Leave blank (to be completed by OES).
7. **Grant Period**
Enter beginning and ending dates of grant cycle as specified in RFP, Part I, E.
8. **Federal Amount**
If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
9. **State Amount**
If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.
10. **Cash Match**
If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
11. **In-Kind Match**
If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
12. **Total Project Cost**
Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
13. **Official Authorized to Sign for the Applicant/Grant Recipient**
Enter the signature, name, title, address, telephone number, and e-mail address of the official authorized to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (OES A301). **Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

GRANT AWARD FACE SHEET (OES A301)

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following

(1) Administrative Agency

hereafter designated Recipient, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Agency Name

Contact

Address

E-mail address

Telephone ()

(3) Project Title (60 characters maximum)	(6) Award No. [FOR OES USE ONLY]
(4) Project Director (Name, Title, Street/P.O. Box Address, Telephone, E-mail – six lines maximum)	(7) Grant Period July 1, 2005 – June 30, 2006
	(8) Federal Amount N/A
	(9) State Amount
(5) Financial Officer (Name, Title, Street/P.O. Box Address, Telephone, E-Mail – six lines maximum)	(10) Cash Match
	(11) In-Kind Match
	(12) Total Project Cost

This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *2004 Recipient Handbook*, and the OES audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;">[FOR OES USE ONLY]</p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p>(13) Official Authorized to Sign for Applicant/Grant Recipient</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Street Address: _____</p> <p>City: _____ Zip: _____</p> <p>P.O. Box: _____</p> <p>City: _____ Zip: _____</p> <p>Telephone: () _____</p> <p>E-mail address: _____</p> <p>Date: _____</p> <hr/> <p style="text-align: center;">[FOR OES USE ONLY]</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <table style="width: 100%;"><tr><td style="width: 50%;">OES Fiscal Officer</td><td style="width: 50%;">Date</td></tr><tr><td> </td><td> </td></tr><tr><td>OES Director</td><td>Date</td></tr><tr><td> </td><td> </td></tr></table>	OES Fiscal Officer	Date			OES Director	Date		
OES Fiscal Officer	Date								
OES Director	Date								

PREFERENCE POINTS CERTIFICATION

Use this format if one is not provided by the Lead agency.

DATE:

TO: GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

FROM: Community Contact
Enterprise Zone Program

SUBJECT: PREFERENCE POINTS

(check only one box)

- ☐ (5%) The applicant named below has targeted this enterprise zone for grant-related activities.
- ☐ (2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name _____

Project Name _____

Address _____

Program Zone _____

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by *California Government Code Section 7082*.

Print Name of Enterprise Zone Contact

Title

Signature of Enterprise Zone Contact

Date

Name of Enterprise Zone Agency

Address

() _____
Telephone Number

**MULTI-COMPONENT PROJECT NARRATIVE
GOES HERE**

No standard forms are provided for the Multi-Component Project Narrative.

See Instructions in Part II of this RFP for details.

MULTI-COMPONENT PROJECT BUDGET NARRATIVE

GOES HERE

No standard forms are provided for the Multi-Component Budget Narrative.

See Instructions in Part II of this RFP for details.

BUDGET CATEGORY AND LINE ITEM DETAIL	COST
B. Operating Expenses	
TOTAL	

OES A303b

[illegible]

OES A303c

GVS COMPONENTS BUDGET SUMMARY

Provide a breakdown of the budget based on each components total allocation.

Component Name	Budget by Component
Law Enforcement	\$
Prosecution	\$
Probation	\$
Prevention	\$
Education	\$
PROJECT TOTAL	\$

PROPOSAL APPENDIX

GOES HERE

See Instructions in Part II of this RFP for details.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

* Specifically:

- * List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For _____

For _____

Date _____

Date _____

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____ hereby certify that
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

RECIPIENT: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

is responsible for reviewing the *2004 Recipient Handbook*¹ and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

I. Equal Employment Opportunity – (*2004 Recipient Handbook, Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Affirmative Action Officer: _____

Title: _____

Address: _____

Phone: _____

E-mail: _____

II. Drug-Free Workplace Act of 1990 – (*2004 Recipient Handbook, Section 2152*)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

III. California Environmental Quality Act (CEQA) – (*2004 Recipient Handbook, Section 2153*)

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively.

¹The *2004 Recipient Handbook* can be obtained from www.oes.ca.gov by selecting "Plans and Publications, 2004 Recipient Handbook."

IV. Lobbying – (2004 Recipient Handbook, Section 2154)

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension – (2004 Recipient Handbook, Section 2155)

(This applies to federally funded grants only.)

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility (with an original signature) for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization (with an original signature) from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p> <p>Authorized Official's Signature: _____</p> <p>Authorized Official's Typed Name: _____</p> <p>Authorized Official's Title: _____</p> <p>Date Executed: _____</p> <p>Federal ID Number: _____</p> <p>Executed in the City/County of: _____</p>
<p>AUTHORIZED BY: (Not Applicable to State Agencies)</p> <ul style="list-style-type: none">• City/County Financial Officer, or• City Manager, or• Governing Board Chair <p>Signature: _____</p> <p>Typed Name: _____</p> <p>Title: _____</p>

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

2. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **day-to-day responsibility** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** to whom the person listed in **#1 is accountable**.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** or **Chief Executive Officer** of the implementing agency.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
6. Provide the name, title, address, telephone number, fax number and e-mail address for the **Chair** of the **Governing Body** of the implementing agency.

PROJECT CONTACT INFORMATION

Applicant _____ Grant Number _____
[FOR OES USE ONLY]

Provide the name, title, address, telephone number, fax number and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."** **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**

1. The **person** having **day-to-day responsibility** for the project:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

2. The **person** to whom the person listed in **#1 is accountable**:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

3. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

4. The **Financial Officer** for the project:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

5. The **Project Director** for the project:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

6. The **Chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

GVS COMPONENTS CONTACT INFORMATION

Applicant _____ Grant Number _____
[FOR OES USE ONLY]

Provide the name, title, address, telephone number, fax number and e-mail address for the primary contact person for each of the five project components named below. **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**

1. Law Enforcement Component:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

2. Prosecution Component:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

3. Probation Component:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

4. Prevention Component:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

5. Education Component:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box:	City:	Zip:
Telephone Number: ()	Fax Number: ()	
E-Mail Address:		

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative.

1. **PROJECT YEAR:** If the project is new, check new. If the project is continuing, check the box of the proposed year of the project (i.e., Year 2) or insert the year of operation.
2. **PROJECT TITLE:** Enter the complete title. The title **MUST** describe the focus of the project. Acronyms are not acceptable. Do not exceed 60 characters, including space and punctuation.
3. **GRANT PERIOD:** Enter the beginning and ending dates of funding as specified in the grant application. For the GVS Program, the grant period is July 1, 2005 – June 30, 2006.
4. **APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
5. **FUNDS REQUESTED:** Enter the amount of grant funds requested. This must be the same amount used on the budget pages and on the proposal cover sheet.
6. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the Grant Award Face Sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals.
7. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:** Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:** Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
10. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).
11. **CATEGORY:** Type N/A for not applicable.
12. **PROGRAM AREA:** Type N/A for not applicable.
13. **EVALUATION:** Describe how project performance will be measured. Note who will conduct the evaluation (e.g., project staff, government personnel, or outside consultants).
14. **NUMBER OF CLIENTS TO BE SERVED:** Enter the number of clients.
15. **PROJECTED BUDGET:** List all noted budget items. Be specific in breakdown of grant funds and all other budget sources.

PROJECT SUMMARY		
1. PROJECT YEAR <input type="checkbox"/> New <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Other:	2. PROJECT TITLE	3. GRANT PERIOD _____ to _____
4. APPLICANT Name: _____ Phone: () Address: _____ Fax #: () City: _____ Zip: _____		5. FUNDS REQUESTED \$ _____
6. IMPLEMENTING AGENCY Name: _____ Phone: () Fax #: () Address: _____ City: _____ Zip: _____		
7. PROGRAM DESCRIPTION 		
8. PROBLEM STATEMENT 		
9. OBJECTIVES 		

10. ACTIVITIES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> 11. CATEGORY — — — — </td> </tr> <tr> <td style="padding: 5px;"> 12. PROGRAM AREA — — — — </td> </tr> </table>	11. CATEGORY — — — —	12. PROGRAM AREA — — — —
11. CATEGORY — — — —			
12. PROGRAM AREA — — — —			
13. EVALUATION	14. NUMBER OF CLIENTS TO BE SERVED		

15. PROJECTED BUDGET				
	Personnel Services	Operating Expenses	Equipment	TOTAL
Funds Requested				
Other Grant Funds.....				
Other Sources (list in-kind, fees, etc.).....				

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

As stated in the *2004 Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following question(s). Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.

If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:

1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes and no responses in detail.

NONCOMPETITIVE BID REQUEST CONTRACTS FOR SERVICES CHECKLIST

Has the applicant/recipient met the following requirements of the *2004 Recipient Handbook*:

Section 3511

Yes

No

Do conditions exist that require a noncompetitive bid?

☐☐

Section 3521.1

Is a brief description of the program or project included?

☐☐

Section 3521.2

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Is a justification provided regarding the need for contract?

☐☐

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☐☐

Section 3521.4

Are there time constraints impacting the project?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

NONCOMPETITIVE BID REQUEST CONTRACTS FOR GOODS CHECKLIST

Has the applicant/recipient met the following requirements of the *2004 Recipient Handbook*:

Section 3510

Yes

No

Do conditions exist that require a noncompetitive bid?

☐☐

Section 3521.1

Is a brief description of the program or project included?

☐☐

Section 3521.2

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Is a justification provided regarding the need for contract?

☐☐

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☐☐

Section 3521.4

Are there time constraints impacting the project?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GANG VIOLENCE SUPPRESSION MULTI-COMPONENT PROGRAM
COMPETITIVE REQUEST FOR PROPOSALS**

PART IV – ADDITIONAL INFORMATION

This section contains additional information that applicant is strongly encouraged to review in preparing your proposal. Among the documents contained in this section is a copy of the Rating Form with the criteria that will be used to score proposals. The applicant is encouraged to use this Rating Form to review the proposal prior to submission.

- A. Submitting A Proposal
- B. Selection of Proposal For Funding
- C. Finalizing the Grant Award Agreement
- D. Administrative Requirements
- E. Budget Policy
- F. Glossary of Terms
- G. Rating Form
- H. Summary of Past Performance Policy

A. SUBMITTING A PROPOSAL

One original and three copies of the proposal must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular mail, **postmarked by Tuesday, May 31, 2005** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

2. Overnight mail, **postmarked by Tuesday, May 31, 2005**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

3. Hand delivered by **5:00 p.m. on Tuesday, May 31, 2005**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
1130 K Street, Suite 300
Sacramento, CA 95814
Attn: Gang Violence and Counter Drug Procurement Section – GVS RFP

NOTE: OES' Law Enforcement and Victim Services Division is located on the 3rd floor of the Bank of America Building, at the corner of 12th and K Streets. Street parking is limited and metered. Parking garages are located on the east side of 12th Street.

B. SELECTION OF PROPOSAL FOR FUNDING

1. Proposal Rating

All proposals received by the deadline will be read and rated by a team usually consisting of three raters. The averaged scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program. The rating form that will be used for this process is included in this section. It is provided as information only and is not to be submitted with the proposal.

2. Funding Recommendations

Recommendations for funding will be based on the following:

- the ranked score of the proposal;
- consideration of the funding priorities or geographical distribution of selected proposals as applicable to each program; and
- prior negative administrative and programmatic performance and compliance as an OES-funded project, if applicable.

Note: Applicants must score at least 200 points to be considered for funding.

Projects previously funded by OES will be reviewed for poor past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement. See the attached Past Performance Policy for details.

- Recommendations for funding are submitted to the Director of OES who makes the funding decisions.

3. Notification Process

All applicants submitting a proposal will be notified in writing of the results of the rating process. The applicants not selected for funding will receive a letter and information on the appeals process.

C. FINALIZING THE GRANT AWARD AGREEMENT

1. Standard Project Funding Authority

Allocation of funds is contingent on the enactment of the State Budget. OES does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any

expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent that state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Agreement.

2. Processing Grant Awards

a. Grant Award Conditions

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OES.

b. Grant Award Agreement

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. The applicant is not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

c. Grant Award Amounts

Due to the limited amount of funds available, it may be necessary for OES to reduce the amount of the grant award from the amount requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

D. ADMINISTRATIVE REQUIREMENTS

The following requirements apply to projects selected for funding. These requirements are explained below for your planning purposes.

1. The 2004 Recipient Handbook

The *2004 Recipient Handbook* is accessible on the OES Internet website at www.oes.ca.gov by selecting "Plans and Publications, 2004 Recipient Handbook." The *2004 Recipient Handbook* contains administrative information and requirements necessary to implement the

project. Recipients must administer their grants in accordance with the *2004 Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

2. Internet Access

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the RFP instructions.

3. Progress Reports and Data Collection

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

4. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201)

Community-Based Organizations shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

5. Technical Assistance/Site Visits

Each project selected for funding is assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. Projects must submit a request for approval for any changes to their project to the program specialist.

6. Monitoring Requirements

A monitoring visit is an onsite assessment by the OES Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *2004 Recipient Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

7. Bonding Requirements

All Community-Based Organizations are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services."

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed one percent of the bond.

A bond is not required of an applicant sponsored by units of government. Community-based organizations (CBOs) sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract, unless specifically required in the RFP instructions or grant award conditions.

8. Audit Requirements

All recipients must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the RFP Budget Policy.

9. Copyrights, Rights in Data, and Patents

OES owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *2004 Recipient Handbook*.

10. Source Documentation

If selected for funding, the applicant will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. Projects will be required to have written job descriptions on file for all positions funded by OES detailing specific grant-related activities to achieve project objectives.

E. BUDGET POLICY

This document summarizes information on OES Budget Policy contained in the *2004 Recipient Handbook*. Additional information may be obtained by accessing the *2004 Recipient Handbook* at www.oes.ca.gov by selecting "Plans and Publications, *2004 Recipient Handbook*."

1. Supplanting Prohibited

Grant funds must be used to supplement existing funds for program activities and **not replace** funds that have been appropriated for the same purpose. If selected for funding, a written certification must be provided to OES indicating grant funds will not be used to supplant

existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in Section 1313 of the *2004 Recipient Handbook*.

2. Project Income

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

3. Noncompetitive Bid Requests

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitively bid contracts are disfavored, and noncompetitive bid request approval is required prior to the purchase of equipment in excess of \$5,000 without using a competitive bid process, or to hire a specific consultant charging over \$5,000 without using a competitive bid process. Local units of government may use their approved procurement policy except for contracts over \$50,000. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if OES determines it is in the best interest of the project.

4. Match Policies

The RFP instructions (Part II) may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel, operating expenses, or equipment are considered a match if not in violation of the prohibition on supplanting. The match specified in the budget will become part of the grant award. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in Sections 6550-6550.2 of the *2004 Recipient Handbook*.

a. State Funds Matching State or Federal Funds

State and/or federal funds can be used to match other state and/or federal funds **only** if all of the following conditions have been met:

- 1) the other funding source does not prohibit this practice;
- 2) the funds are to be used for identical activities (e.g., to augment the project); and
- 3) the project has obtained prior written approval from OES, or specific RFP instructions allow this practice.

b. Type of Match

- 1) Cash Match

Cash match, also known as hard match, is revenue from a source other than state or federal funds that is budgeted for the project. Cash match is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations, or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered cash match if not in violation of the prohibition on supplanting.

2) **In-Kind Match**

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

5. Travel Policies

The following is OES' current travel policy:

a. Selection of Travel Policy

The applicant may prepare the budget using his/her own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations

A Community-Based Organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

b. State Travel Policy

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

NOTE: If you are traveling by plane during business hours, you cannot claim a meal if it is served on the plane.

d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total

Total is \$40.00 for a 24-hour period.

4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt is the actual lodging expense up to \$84.00, plus applicable **taxes**, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

6. Consultant Services

Consultant services are provided on a contractual basis by individuals or organizations and are not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations that meet some or all of the following criteria:

- Produce a specific product or service;
- Work independently without direct supervision from the applicant;
- Work on specific projects;
- Provide services for a limited number of hours or period of time; and/or
- Have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

a. Rates

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for these independent contractors will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

b. Expert Witness Fees

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten (10) percent of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage and Family Therapist (MFT); Medical Doctor (MD)].
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).

- Indicate why this cost cannot be paid with county funds. Attach a written justification to OES A303b.

7. Facility Rental

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

a. Rental Space for Training and Counseling Rooms

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

8. Rented or Leased Equipment

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it and must be approved by OES prior to the execution of any rental or lease agreement.

9. Indirect Costs/Administrative Overhead

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten (10) percent of personnel salaries (excluding benefits and overtime) or five (5) percent of total direct project costs (excluding equipment) may be budgeted by applicant for indirect costs.

10. Audits

An audit is required for all OES recipients expending \$25,000 or more of OES grant awards. The applicant may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$2,000 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one and a half (1.5) percent of the total grant for financial audit costs.

11. Equipment

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laserjet printers must be one line item, not three).

a. Allowable Expenses

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by OES is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the recipient at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

b. Computers

1) Community-Based Organizations

The applicant from Community-Based Organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase.

2) Units of Government

The applicant from units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

c. Automobiles

Automobiles are not allowable budget items, unless permitted in the RFP instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The

justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OES during a site visit, monitoring visit, and/or by the auditor during the required annual audit.

12. Prohibited Expense Items

The following is a list of prohibited items:

a. Lobbying

OES grant funds cannot be used for lobbying activities.

b. Fundraising

OES grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

c. Real Property and Improvements

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFP instructions.

d. Interest

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

e. Food and Beverages

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

f. Weapons and Ammunition

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFP instructions.

g. Membership Dues

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFP instructions.

h. Professional License

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFP instructions.

i. Annual Professional Dues or Fees

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFP instructions.

j. Charges, Fees and Penalties

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

k. Depreciation

Depreciation charges are not allowable expenditures.

GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OES becomes the application. This application, once signed by OES and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> .
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement (application) between OES and the local government agency or organization authorized to accept grant funding (see application).
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program may be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the RFP or the application for Continuation Funding (RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
<i>2004 Recipient Handbook</i>	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>2004 Recipient Handbook</i> is accessible on the Internet website at www.oes.ca.gov by selecting "Plans and Publications, 2004 Recipient Handbook."

Term	Definition
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.
Noncompetitive Bid Request for Services	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Noncompetitive Bid Request for Goods	A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.
Nonprofit Organization	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> . The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or CBO.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OES which specifies the priorities, strategies, and objectives of the applicant.
RFA	The Request For Application is a noncompetitive application issued by OES.
RFP	The Request For Proposal is issued by OES to solicit competitive proposals relating to new funding.
Supplanting	To reduce federal, state, or local funds due to the existence of OES funds. Supplanting occurs when a recipient deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.

ATTACHMENT 1 – CALIFORNIA MAP



ATTACHMENT 2 – PENAL CODE SECTION 13826 – 13826.7

CALIFORNIA CODES

PENAL CODE

SECTION 13826-13826.7

13826. The Legislature finds and declares all of the following:

(a) That violent activity by gangs is a serious and growing problem in the State of California.

(b) There is an increasing percentage of school age pupils involved in gang activity.

(c) There are many schools that serve a disproportionate number of youth involved in gang activity which are unable to effectively implement programs designed to prevent youth from becoming involved in gang activity. There is no statewide funded educational program developed for this purpose.

(d) There is evidence that gang involvement among youth begins at an early age.

(e) There is evidence that the parents of gang members lack appropriate parenting skills.

(f) There is evidence that drug activity is increasing among youth involved in gang activity.

(g) There is evidence that gang members have no contact with positive role models.

(h) There is evidence that most gang members lack basic educational skills.

In enacting this chapter, the Legislature intends to support increased efforts by district attorneys' offices to prosecute the perpetrators of gang violence, support increased efforts by local law enforcement agencies to identify, investigate, and apprehend perpetrators of gang violence, support increased efforts by county probation departments to intensively supervise gang members who are on court-ordered probation, support gang violence prevention and intervention efforts by school districts and county offices of education, and support gang violence suppression efforts by community-based organizations.

13826.1. (a) There is hereby established in the agency or agencies designated by the Director of Finance pursuant to Section 13820, the Gang Violence Suppression Program, a program of financial and technical assistance for district attorneys' offices, local law enforcement agencies, county probation departments, school districts, county offices of education, or any consortium thereof, and community-based organizations which are primarily engaged in the suppression of gang violence. All funds appropriated to the agency or agencies designated by the Director of Finance pursuant to Section 13820 for the purposes of this chapter shall be administered and disbursed by the executive director of the agency or agencies designated by the Director of Finance pursuant to Section 13820 in consultation with the California Council on Criminal Justice, and shall to the greatest extent feasible be coordinated or consolidated with federal funds that may be made available for these purposes.

(b) The executive director is authorized to allocate and award funds to cities, counties, school districts, county offices of

education, or any consortium thereof, and community-based organizations in which gang violence suppression programs are established in substantial compliance with the policies and criteria set forth in this chapter.

(c) The allocation and award of funds shall be made on the application of the district attorney, chief law enforcement officer, or chief probation officer of the applicant unit of government and approved by the legislative body, on the application of school districts, county offices of education, or any consortium thereof, or on the application of the chief executive of a community-based organization. All programs funded pursuant to this chapter shall work cooperatively to ensure the highest quality provision of services and to reduce unnecessary duplication. Funds disbursed under this chapter shall not supplant local funds that would, in the absence of the Gang Violence Suppression Program, be made available to support the activities set forth in this chapter. Funds awarded under this program as local assistance grants shall not be subject to review as specified in Section 10295 of the Public Contract Code.

(d) The executive director shall prepare and issue written program and administrative guidelines and procedures for the Gang Violence Suppression Program, consistent with this chapter. These guidelines shall set forth the terms and conditions upon which the agency or agencies designated by the Director of Finance pursuant to Section 13820 is prepared to offer grants of funds pursuant to statutory authority. The guidelines do not constitute rules, regulations, orders, or standards of general application.

(e) Annually, commencing November 1, 1984, the executive director shall prepare a report to the Legislature describing in detail the operation of the statewide program and the results obtained by district attorneys' offices, local law enforcement agencies, county probation departments, school districts, county offices of education, or any consortium thereof, and community-based organizations receiving funds under this chapter and under comparable federally financed awards.

(f) Criteria for selection of district attorneys' offices, local law enforcement agencies, county probation departments, school districts, county offices of education, or any consortium thereof, and community-based organizations to receive gang violence suppression funding shall be developed in consultation with the Gang Violence Suppression Advisory Committee whose members shall be appointed by the Executive Director of the agency or agencies designated by the Director of Finance pursuant to Section 13820, unless otherwise designated.

(g) The Gang Violence Suppression Advisory Committee shall be composed of five district attorneys; two chief probation officers; two representatives of community-based organizations; three attorneys primarily engaged in the practice of juvenile criminal defense; three law enforcement officials with expertise in gang-related investigations; one member from the California Youth Authority Gang Task Force nominated by the Director of the California Youth Authority; one member of the Department of Corrections Law Enforcement Liaison Unit nominated by the Director of the Department of Corrections; one member from the Department of Justice nominated by the Attorney General; the Superintendent of Public Instruction, or his

or her designee; one member of the California School Boards Association; and one representative of a school program specializing in the education of the target population identified in this chapter.

Five members of the Gang Violence Suppression Advisory Committee appointed by the Executive Director of the agency or agencies designated by the Director of Finance pursuant to Section 13820 shall be from rural or predominately suburban counties and shall be designated by the Executive Director as comprising the Rural Gang Task Force Subcommittee.

The Rural Gang Task Force Subcommittee, in coordination with the Gang Violence Suppression Advisory Committee and the agency or agencies designated by the Director of Finance pursuant to Section 13820, shall review the Gang Violence Suppression Program participation requirements and recommend changes in the requirements which recognize the unique conditions and constraints that exist in small rural jurisdictions and enhance the ability of small rural jurisdictions to participate in the Gang Violence Suppression Program.

(h) The Director of the agency or agencies designated by the Director of Finance pursuant to Section 13820 shall designate a staff member in the Gang Violence Suppression Program to act as the Rural Gang Prevention Coordinator and to provide technical assistance and outreach to rural jurisdictions with emerging gang activities. It is the intent of the Legislature that compliance with this subdivision not necessitate an additional staff person.

(i) This section shall be operative January 1, 1994.

13826.11. (a) The Legislature hereby finds and declares the following:

(1) There is a greater threat to public safety resulting from gang- and drug-related activity in and near California's inner cities.

(2) Young people, especially at-risk youth, are more vulnerable to gang- and drug-related activity during the potentially unsupervised hours between the end of school and the time their parents or guardians return home from work.

(3) Without local prevention and treatment efforts, hard drugs will continue to threaten and destroy families and communities in and near the inner cities. Drug-related violence may then escalate dramatically in every community, and thereby burden the criminal justice system to the point that it cannot function effectively.

(4) Los Angeles currently leads the nation in the number of gang members and gang sites, the consumption of drugs, the amount of drugs confiscated, drug-related violent crimes, and has the greatest number of young people between 6 and 18 years of age who are "at risk."

(5) It is the intent of the Legislature that a pilot program, the "After School Alternative Program" (ASAP), be established and implemented within a specified Los Angeles community. This community program would utilize the public schools, businesses, and community facilities to provide supportive programs and activities to young people during the time between the end of school and the return home of their parents or guardians (from approximately 3 p.m. to 7 p.m.).

13826.15. (a) The Legislature hereby finds and declares that the implementation of the Gang Violence Suppression Program, as provided in this chapter, has made a positive impact in the battle against crimes committed by gang members in California.

The Legislature further finds and declares that the program, when it was originally created in 1981, provided financial and technical assistance only for district attorneys' offices. Since that time, however, the provisions of the program have been amended by the Legislature to enable additional public entities and community-based organizations to participate in the program. In this respect, the agency or agencies designated by the Director of Finance pursuant to Section 13820, pursuant to Section 13826.1, administers funding for the program by awarding grants to worthy applicants. Therefore, it is the intent of the Legislature in enacting this measure to assist the agency or agencies designated by the Director of Finance pursuant to Section 13820 in setting forth guidelines for this funding.

(b) The agency or agencies designated by the Director of Finance pursuant to Section 13820 may give priority to applicants for new grant awards, as follows:

(1) First priority may be given to applicants representing unfunded single components, as specified in Sections 13826.2, 13826.4, 13826.5, 13826.6, and 13826.65, in those counties that receive Gang Violence Suppression Program funding for some, but not all, of the program's components. The purpose of establishing this priority is to provide funding for a full complement of the five Gang Violence Suppression Program components in those counties that have less than all five components established.

(2) Second priority may be given to those applicants that propose a multi-agency, or multi-jurisdictional single component project, whereby more than one agency would be funded as a joint project under the single components specified in Sections 13826.2, 13826.4, 13826.5, 13826.6, and 13826.65, and the funding would be provided through a single grant award.

(3) Third priority may be given to applicants that propose multi-jurisdictional multi component projects, whereby all five Gang Violence Suppression Program components, as specified in Sections 13826.2, 13826.4, 13826.5, 13826.6, and 13826.65, would be funded in a county that does not currently receive Gang Violence Suppression Program funds.

(4) Fourth priority may be given to those single agency single component applicants, in counties wherein the program component is not currently funded.

(c) The agency or agencies designated by the Director of Finance pursuant to Section 13820 shall consider the unique needs of, and circumstances of jurisdiction in, rural and suburban counties when awarding new grant funds.

13826.2. Gang violence prosecution units receiving funds under this chapter shall concentrate enhanced prosecution efforts and resources upon cases identified under criteria set forth in Section 13826.3. Enhanced prosecution efforts shall include, but not be limited to:

(a) "Vertical" prosecutorial representation, whereby the prosecutor who makes the initial filing or appearance in a gang-related case will perform all subsequent court appearances on that particular case through its conclusion, including the sentencing phase.

(b) Assignment of highly qualified investigators and prosecutors to gang-related cases.

(c) Significant reduction of caseloads for investigators and prosecutors assigned to gang-related cases.

(d) Measures taken in coordination with law enforcement agencies to protect cooperating witnesses from intimidation or retribution at the hands of gang members or associates.

13826.3. (a) An individual shall be subject to gang violence prosecution efforts who is under arrest for the commission or the attempted commission of any gang-related violent crime where the individual is (1) a known member of a gang, and (2) has exhibited a prior criminal background.

(b) For purposes of this chapter, gang-related means that the suspect or victim of the crime is a known member of a gang.

(c) For purposes of this chapter, gang violence prosecution includes both criminal prosecutions and proceedings in Juvenile Court in which a petition is filed pursuant to Section 602 of the Welfare and Institutions Code.

13826.4. Law enforcement agencies receiving funds under this chapter shall concentrate enhanced law enforcement efforts and resources upon cases identified under criteria set forth in Section 13826.3.

Enhanced law enforcement criteria efforts shall include, but not be limited to:

(a) The formation of a specialized gang violence unit whose staff shall be composed of the most highly qualified and trained personnel.

(b) The efforts of the gang violence unit shall include, but not be limited to:

(1) Increased efforts to apprehend, prosecute, and convict violent "hard core" target gang members.

(2) Increasing the clearance rate of reported crimes which are targeted as gang related.

(3) Establishing more positive relations with, and encouraging the support of local citizens, community-based organizations, business representatives, and other criminal agencies.

(4) Aiding and assisting other criminal justice and governmental agencies in protecting cooperating witnesses from intimidation or retribution at the hands of gang members and their associates.

(c) Law enforcement agencies receiving funds under this program shall maintain a crime analysis capability which provides the following type of information:

(1) Identification of active gang members who have exhibited a prior criminal background.

(2) Identification of evolving or existing crime patterns that are gang related.

(3) Providing investigative leads.

(4) Maintaining statistical information pertaining to gang related criminal activity.

13826.5. County probation departments receiving funding under this chapter shall strictly enforce court-ordered conditions of probation for gang members.

(a) County probation departments supported under the Gang Violence Suppression Program shall implement the following activities:

(1) A Gang Violence Intensive Supervision Unit dealing with gang members shall be established.

(2) Criteria used to determine which probationer shall be assigned to the Gang Violence Intensive Supervision Unit shall be approved by the district attorney having a Gang Violence Prosecution Unit described in Section 13826.2.

(3) Probationers whose cases are assigned to the intensive supervision unit shall be informed of what types of behavior are prescribed or forbidden. The notice shall be provided in both oral and written form.

(4) Probationers whose cases are assigned to the intensive supervision unit shall be informed, in writing, that all court-ordered conditions of probation will be strictly enforced.

(5) Deputy probation officers in the intensive supervision unit shall have reduced probationer caseloads and shall coordinate their supervision efforts with law enforcement and prosecution personnel. The coordination shall include informing law enforcement and prosecution personnel of the conditions set for probationers and of the strict enforcement procedures to be implemented.

(6) Deputy probation officers in the intensive supervision unit shall coordinate with the district attorney in ensuring that court-ordered conditions of probation are consistently enforced.

(7) Intensive supervision unit deputy probation officers shall coordinate, whenever feasible, with community-based organizations in seeking to ensure that probationers adhere to their court-ordered conditions.

(b) County probation departments may implement the California TEAM (Together Each Achieves More) Sports Camp Program, as described in Article 23.5 (commencing with Section 875) of Chapter 2 of Part 1 of Division 2 of the Welfare and Institutions Code.

13826.6. For purposes of this chapter, a "community-based" organization is defined as a nonprofit operation established to serve gang members, their families, schools, and the community with programs of community supervision and service that maintain community participation in the planning, operation, and evaluation of their programs.

"Community-based" organization also includes public park and recreation agencies, public libraries, and public community services departments that provide gang suppression activities, either alone or in cooperation with other public agencies or other community-based organizations.

(a) Unless funded pursuant to subdivision (c), community-based organizations supported under the Gang Violence Suppression Program shall implement the following activities:

(1) Providing information to law enforcement agencies concerning gang related activities in the community.

(2) Providing information to school administrators and staff concerning gang related activities in the community.

(3) Providing conflict resolution by means of intervention or mediation to prevent and limit gang crisis situations.

(4) Increasing witness cooperation through coordination with local law enforcement and prosecutors and by education of the community about the roles of these government agencies and the availability of witness protection services.

(b) Community-based organizations funded pursuant to subdivision (a) shall also implement at least one of the following activities:

(1) Maintaining a 24-hour public telephone message center for the receipt of information and to assist individuals seeking services from the organization.

(2) Maintaining a "rumor control" public telephone service to provide accurate and reliable information to concerned citizens.

(3) Providing technical assistance and training concerning gang related activities to school staff members, law enforcement personnel, and community members including parental groups. This training and assistance shall include coverage of how to prevent and minimize inter-gang confrontations.

(4) Providing recreational activities for gang members or potential gang members.

(5) Providing job training and placement services for youth.

(6) Referring gang members, as needed, to appropriate agencies for the treatment of health, psychological, and drug-related problems.

(7) Administration of the Urban Corps Program pursuant to Section 13826.62.

(8) Mobilizing the community to share joint responsibility with local criminal justice personnel to prevent and suppress gang violence.

(c) Community-based organizations funded under the Gang Violence Suppression Program for specialized school prevention and intervention activities shall only be required to implement activities in the schools which are designed to discourage students from joining gangs and which offer or encourage students to participate in alternative programs.

(d) Community-based organizations funded pursuant to the Gang Violence Suppression Program as of January 1, 1997, shall receive preference over public agencies in any future funding awards.

13826.62. (a) There is hereby established in the agency or agencies designated by the Director of Finance pursuant to Section 13820, the Urban Corps Program. The Urban Corps Program is established as an optional activity under Section 13826.6. Community-based organizations receiving grants to participate in the Urban Corps Program shall implement the following activities:

(1) Identification of publicly and privately administered programs in the county dealing with the suppression or prevention of criminal gang activities, or both.

(2) Maintenance of a listing of programs within the county identified as dealing with the suppression or prevention of criminal gang activities, or both.

(3) Surveying gang suppression and prevention organizations for the types of services and activities each is engaged in, and identifying needs among these organizations for resources to provide services and fulfill their activities.

(4) Recruitment of volunteers, identification of their skills, abilities and interests, and matching volunteers with the resources needs of gang prevention and suppression organizations.

(5) Establishment of an urban respite program for the purpose of preventing self-destructive activities and diverting (A) identified youth gang members, and (B) youths who are at risk of becoming gang members, for the purposes of reducing or eliminating incentives for those youths to participate in gang-related crime activities.

(b) The Urban Corps Program shall operate within the agency or agencies designated by the Director of Finance pursuant to Section 13820 for two years following the establishment of a contract with a community-based organization to administer the program.

(c) This section shall be implemented to the extent that funds are available to the agency or agencies designated by the Director of Finance pursuant to Section 13820 for this purpose.

13826.65. School districts, county offices of education, or any consortium thereof, receiving funding under this chapter shall develop or adopt and implement a gang violence prevention curriculum, provide gang violence prevention and intervention services for school-aged children, and shall be encouraged to do all of the following:

(a) Establish a local steering committee comprised of representatives of each local program funded under this chapter, corporations, small businesses, and other appropriate local, county, and community organization knowledgeable in the area of youth gang violence.

(b) Develop and distribute information concerning parent education and parenting classes, including methods whereby parents may recognize youth gang involvement.

(c) Identify and utilize the resources of appropriate community-based organizations involved in the coordination of after school activities for school-aged youth.

(d) Establish contact between positive role models and youth involved in gang activity through adopt-a-youth programs and similar programs.

(e) Incorporate into gang prevention activities references to the relationship between drug abuse and gang violence.

(f) Develop partnerships between schools and businesses for the purpose of enhancing pupil achievement through such methods as tutorial services, field trips, role modeling, and other supportive services.

(g) Develop methods of assuring follow-up services for children receiving the initial gang violence prevention and intervention services.

13826.7. The agency or agencies designated by the Director of Finance pursuant to Section 13820 and the California Council on Criminal Justice are encouraged to utilize any federal funds that may become available for purposes of this act. This act becomes operative only if federal funds are made available for its implementation.

ATTACHMENT 3 – MULTI-COMPONENT PROGRAM DEFINITIONS

The definitions adopted by the State Anti-gang Coordinating Committee are:

- a. Definition of “criminal street gang”: A criminal street gang is defined as any organization, association, or group of three or more persons, whether formal or informal, which (1) has continuity of purpose; (2) seeks a group identity; and (3) has members who individually or collectively engage in, or have engaged in, a pattern of criminal activity (Reference Section 186.22(f) of the California Penal Code).
- b. Definition of “gang-related” crime: A crime is considered to be “gang-related” if the suspect or the victim of the incident is a known member of a gang, or there is reliable information indicating that the offense was committed by a gang member.
- c. Definition of “gang member”: A gang member is defined as anyone who (1) actively participated in a criminal street gang; (2) has knowledge that its members engage in, or have engaged in, a pattern of criminal gang activity, and willfully promotes, furthers, or assists in any criminal conduct by members of the gang (Reference Section 186.22 of the California Penal Code).
- d. Identification Criteria: An individual is identified as a gang member based on the following criteria:
 - 1) Admits gang membership or association;
 - 2) Is observed to associate on a regular basis with known gang members;
 - 3) Has tattoos indicating gang membership;
 - 4) Wears gang clothing, symbols, etc., that are identified with a specific gang;
 - 5) Is in a photograph with known gang members and/or using gang-related hand signs;
 - 6) Is identified as a gang member by a reliable source;
 - 7) Is arrested in the company of identified gang members or associates;
 - 8) Corresponds with known gang members or writes and/or receives correspondence about gang activities; and/or
 - 9) Writes about gangs (graffiti) on walls, books, paper, etc.

The factors listed above are guidelines only, and one factor or a combination of factors may be used in assisting with gang identification.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

Gang Violence and Counter Drug Procurement Section – GVS RFP

COMPETITIVE REQUEST FOR PROPOSALS

RATING FORM

	Control #:
	Rater #:
APPLICANT:	
FUNDS REQUESTED:	
PREFERENCE POINTS: <input type="checkbox"/> zero <input type="checkbox"/> 2% <input type="checkbox"/> 5%	

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT.....	100
2. PLAN and IMPLEMENTATION	390
3. BUDGET	80
4. COMPREHENSIVE ASSESSMENT	30
TOTAL.....	600

Note: Applicants must score at least 200 points to be considered for funding.

Each of the above categories contains questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The response to each question is evaluated on the following criteria:

- I. ABSENT:** Answer does not respond to the particular question or was left blank entirely.
- II. UNSATISFACTORY:** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal or the intent of the program.
- III. SATISFACTORY:** Responsive to the question. Provides a good understanding of the applicant's intent. Response adequately supports the proposal and the intent of the program.
- IV. ABOVE AVERAGE:** Above average response gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal and the intent of the program.
- V. EXCELLENT:** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.

	I	II	III	IV	V
1. PROBLEM STATEMENT (Maximum <u>100</u> points)					
a. How thoroughly does the problem statement describe the local problem(s) and the need for a GVS project in the targeted area?	0	7	13	19	25
b. How thoroughly does the proposal describe the target area and population?	0	7	13	19	25
c. How well does the proposal describe current efforts directed at these problems?	0	7	13	19	25
d. How well does the proposal describe the justification for funding the anti-gang project?	0	7	13	19	25
2. PLAN AND IMPLEMENTATION (Maximum <u>390</u> points)					
GROUP ROPOSAL					
a. How well does the plan incorporate the group model design of the GVS program, i.e., describe linkages and integration between the components?	0	10	20	30	40
b. How thoroughly does the proposal describe the anticipated impact (outcome) of the project on the target population/area?	0	8	15	23	30
c. How thoroughly does the plan describe how the partner agencies will sustain program efforts once the funding ends?	0	5	10	15	20
LEAD AGENCY					
d. How well does the proposal describe the roles of each component in the LCC and OCC?	0	5	10	15	20
e. How well does the proposal describe the structure and operation of the GVS units (law enforcement, prosecution, probation) established for this program?	0	5	10	15	20
LAW ENFORCEMENT COMPONENT					
f. How well does the proposal describe how the GVS unit will increase the apprehension of gang members?	0	5	10	15	20
g. How well does the proposal demonstrate STEP Act coordination between the law enforcement component and the prosecution component?	0	5	10	15	20
PROSECUTION COMPONENT					
h. How well does the proposal describe how prosecutors will pursue gang-related enhancements under the STEP Act?	0	5	10	15	20
i. How well does the proposal describe how prosecutor caseloads will be reduced?	0	5	10	15	20

	I	II	III	IV	V
j. How well does the proposal describe how cooperating witnesses will be protected in project-related cases?	0	5	10	15	20
PROBATION COMPONENT					
k. How well does the proposal describe how probation officer caseloads will be reduced?	0	5	10	15	20
l. How well does the proposal describe the enforcement of probation conditions for GVS probationers?	0	5	10	15	20
PREVENTION COMPONENT					
m. How well does the proposal describe the types of counseling services that will be offered and the clientele that will receive these services?	0	5	10	15	20
n. How well does the proposal describe outreach efforts to the community through gang awareness training?	0	5	10	15	20
o. How well does the proposal describe the role model/mentoring program and the types of activities that the mentors and youth will engage in?	0	5	10	15	20
EDUCATION COMPONENT					
p. How well does the proposal describe the target area school information and their concerns regarding gang activity?	0	5	10	15	20
q. How well does the proposal describe the types of training and who will receive training in the schools?	0	5	10	15	20
r. How well does the proposal describe the school role model/mentoring program and the types of activities that the mentors and students will engage in?	0	5	10	15	20
3. BUDGET, including budget narrative (Maximum <u>80</u> points)					
a. How well does the budget narrative support the proposal objectives and activities, and the intent and requirements of the program? Are all five components reflected in the budget?	0	10	20	30	40
b. How well are the funds allocated in the Budget Category Forms? How well do the line items support the proposal plan, objectives, and activities of the program?	0	10	20	30	40
4. COMPREHENSIVE ASSESSMENT (Maximum <u>30</u> points)					
a. How well does this proposal support the overall intent, goals, and purpose of the program?	0	8	15	23	30

SUMMARY OF PAST PERFORMANCE POLICY

(Effective February 2003)

The following is a summary of OES' Past Performance Policy. A complete copy may be obtained by sending a request to the attention of the Deputy Director of Law Enforcement and Victim Services Division:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: GANG VIOLENCE SUPPRESSION MULTI-COMPONENT
PROGRAM – Gang Violence and Counter Drug Procurement
Section
Fax: (916) 324-9179

1. **General Policy**

This policy is intended to result in a penalty to existing recipients that have serious performance problems and is to be utilized only in connection with the RFP process and the awarding of grants for new funding cycles. It has been developed in consultation with OES' advisory groups.

2. **Penalty Levels**

Level A: Complete disqualification from RFP process.

Level B: Ten (10) percent point reduction of total possible points from an applicant's score.

3. **Standard For Invoking This Policy**

The standard for invoking either penalty is whether the applicant's compliance with grant terms and conditions falls **significantly** below average — far below the level to be expected of other recipients, and not minor incident(s) of noncompliance with OES policies.

a. Serious Performance Problems That Are Eligible For Consideration

The types of performance problems that would qualify under this policy include, but are not limited to:

- 1) Significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation;
- 2) Violation(s) of material statutory requirements related to the grant;
- 3) A willful or grossly negligent violation of a material OES policy, term or condition of the grant, but only after the recipient has been provided:
 - a) technical assistance by OES, including a site visit if necessary, to remedy the violation;
 - b) at least one written notice (per violation); and
 - c) a reasonable opportunity to remedy the violation.

Any such notice will be provided to the recipient's executive officer and will specify that failure to remedy the violation may negatively impact the recipient's eligibility for future funding, including disqualification from the next RFP process.

It is not necessary for a criminal conviction to have occurred for OES to consider actions that appear to constitute fraud, embezzlement, mishandling of funds, or other types of statutory violations. OES must only have reliable evidence that this conduct occurred. Moreover, only properly documented performance problems will be considered.

b. Factors Considered

In determining an appropriate penalty, factors to be considered include, but are not limited to:

- 1) The seriousness of the problem(s);
- 2) Whether the problem or problems identified were intentional;
- 3) Whether the problem or problems reveal dishonest behavior by the applicant;
- 4) Whether the interests of the State or the public were harmed by the problem or problems;
- 5) Whether the problem or problems were a one-time occurrence or represent an ongoing pattern of behavior;
- 6) Whether the problem has been documented objectively; and
- 7) Whether OES has attempted to assist the recipient in remedying the problem.

c. Specific Examples

All performance problems should be considered on a case-by-case basis, with the totality of the circumstances to be considered. The following examples are not intended to be binding or in any way restrictive of OES' authority to determine the appropriate penalty in any particular case:

- 1) OES conducts a monitoring visit of Project Z, and makes the following findings:
 - a) The shelter failed to pay overtime on two occasions;
 - b) Three timesheets did not contain a supervisor's approval; and
 - c) The project's doors opened at 9:30 a.m. instead of 9:00 a.m. as stated on its RFP proposal.

A corrective action plan is developed and the project takes steps to implement the monitoring recommendations. A follow-up with the recipient four months later shows that the monitoring findings have been corrected.

Penalty: None

- 2) During an audit, it is discovered that a year ago an employee of Project V has embezzled \$300 of OES funds. The audit concludes that this occurred in part because of inadequate management controls and supervision by the project. The employee was fired and the case submitted to the district attorney's office for prosecution. The recipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the recipient are known.

Penalty: Level B

- 3) Project Y has agreed to provide victim advocacy services in County X. The project spends \$40,000 on other things and provides no such services, as documented in the monitoring report. However, the project still writes that the services are being provided on its OES reports. OES refers the matter to the district attorney for prosecution, but no additional steps have yet been taken.

Penalty: Level A

5. Notification to the Applicant and Appeal of Decision

A letter will be sent by certified mail to applicant denied funding due to past performance problems. The applicant shall be provided with a summary of why the performance problem penalty was invoked. An applicant is entitled to appeal this denial of funding on the same basis as other appeals of denial of funding, pursuant to the Appeals Guidelines.